



APPLICATION GUIDELINES

Land Trust Capacity, Excellence and Stewardship Grants

General

The Maryland Environmental Trust has administered the Keep Maryland Beautiful Program as described in Natural Resources Article Section 3-210 of the Annotated Code of Maryland since 1967. The Keep Maryland Beautiful Program, in partnership with the Department of Housing and Community Development and Department of Transportation presents five grants: *Aileen Hughes Grants*, *Bill James Environmental Grants*, *Clean Up & Green Up Maryland Grants*, *Janice Hollmann*, and *the Margaret Rosch Jones Grants*. The Keep Maryland Beautiful Program awards funding to community, volunteer, youth or environmental groups and land trusts to support community-sponsored litter removal, beautification initiative and community stewardship projects.

The goals of the Trust's conservation easement program also complement those of the Keep Maryland Beautiful Program. Each conservation easement negotiated with a private landowner restricts placing of billboards, advertising materials and prohibits dumping of trash. Considerable road frontage is protected by these restrictions, ensuring uncluttered scenic vistas for public benefit.

Applications

The **Land Trust Capacity, Excellence and Stewardship Grants** application and supporting documents sets out criteria and eligibility requirements and is available online at Maryland Environmental Trust's website www.dnr.maryland.gov/met. Application requirements include: a short summary (40 words or less), narrative (300-750 words) and a project budget and match.

Applicants are required to be a qualified organization in good standing with the state, in compliance with any legal agreements with Maryland Environmental Trust and recognized by Maryland Environmental Trust with a current Cooperative Agreement, dated on or after November 1, 2010.

Timing

The application **deadline** for the FY18 round for all grant programs is **November 15, 2017**. Awards will be announced once annually and awardees will be notified of awards no later than March 20, 2018.

Funding

Funding sources for Keep Maryland Beautiful Grant Program include the Department of Transportation, the Maryland Department of Housing and Community Development, and Maryland Environmental Trust's private funds.

Keep Maryland Beautiful Committees

1. *Aileen Hughes, Bill James, Janice Hollmann, and Margaret Rosch Jones Grants Committee* to advise and make recommendations on grant applications. The committee consists of Maryland Environmental Trust staff, Maryland Environmental Trust Board members and others as appointed. A representative of Department of Transportation is also appointed to the committee to fulfill requirements of the MOU.
2. *Clean Up & Green Up Maryland Grant Committee* to advise and make recommendations on grant applications. The committee will include Maryland Environmental Trust staff, Maryland Environmental Trust Board members and others as appointed. Representatives from Department of Housing and Community Development are also appointed to fulfill requirements of the MOU.

Grant of Award

Keep Maryland Beautiful Committee funding recommendations presented to Maryland Environmental Trust Board of Trustees. Maryland Environmental Trust Board of Trustees vote on recommendations.

Announcement

Keep Maryland Beautiful awards will be announced upon approval of Maryland Environmental Trust Board of Trustees, and it is anticipated that money will be shall be distributed by the end March 30th, 2018. The funding will appear as a direct deposit from the Department of Natural Resources or as a check.

Reporting

Awardees will be required to provide a final report describing the activities funded by the award as well as a summary of project expenditures.

Land Trust Capacity, Excellence and Stewardship Grants Overview

1. Aileen Hughes Grant

The Aileen Hughes Grant of up to \$2,000 is awarded to an individual representing a Maryland land trust for outstanding leadership, partnership and innovation in a conservation project.

Purpose:

To acknowledge leaders in Maryland land trust community and to encourage a high level of excellence, innovation and collaboration.

Nomination and Selection Criteria

The nomination shall explain how the proposed recipient meets the following criteria:

- Individual representing a Maryland local land trust (qualified organization under Natural Resources Article 3-2A-01(d)
- For the successful completion of a conservation project (project not complete if the land trust still owes money on it);
- Projects should be within the last 2-3 years and may include land transactions, outreach and community education, fundraising, stewardship and/or legislative achievement;
- The individual and/or project should demonstrate some of the following: leadership; innovation; high level of performance and/or; forming and sustaining innovative partnership.

Restrictions

- Funding is awarded to the Maryland land trust in recognition of the individual's efforts and good work.
- There is no requirement for matching funding.
- A final report is not required.

2. Janice Hollmann Grant

The Janice Hollmann Grant provides grants up to \$10,000 to eligible Maryland land trusts for certain restricted purposes. Grants will be available on a competitive basis for eligible land trusts during each annual cycle. Monies can only be used for the land trust expenses enumerated in the Janice Hollmann Grant application and grant agreement.

Purpose:

To build sustainable land trusts in Maryland by increasing organizational capacity, developing community programs and services, implementing Standards and Practices and increasing public support for the diverse spectrum of conservation, stewardship and related land trust activities in the State of Maryland.

Eligibility and Restrictions:

Grant projects should have clearly defined outcomes and deliverables, involve a measure of innovation for the land trust, engage multiple partners and stakeholders, and directly advance the land trust's mission, strategic goals and programs. No funds shall be used for expenses incurred in the acquisition of purchased easements.

All grants require a 100% match of in-kind services and/ or privately raised funds (up to 75% of which may be in-kind). Land trusts eligible to receive grants from the Janice Hollmann Grant fund must:

- Have a mission dedicated to land conservation, stewardship of protected lands and/or to enhance their community's unique sense of place.

- Be a "qualified organization" as defined under Section 170(H)(3) of the Internal revenue code;
- Have executed a Cooperative Agreement with MET, providing for the soliciting, accepting, and monitoring of joint conservation easements with MET, dated on or after November 1, 2010 (that has not expired);
- Have a service area is located within the State of Maryland. Grant funds are specifically intended for projects, programs and activities within the State of Maryland; and
- Have met all reporting requirements from previous Hollmann Grant cycle(s).
- *Note: Annual monitoring and having a written stewardship plan is not a prerequisite. However, having a track record of sharing coheld monitoring reports with Maryland Environmental Trust's Stewardship Program is considered in the grant evaluation process (if applicable).*

Grant Period and Reporting:

The grant period for Hollmann Grants is from March 30, 2018 to February 28, 2019.

Grant Receipt Forms must be signed and returned **within one month of receiving grant money**. Forms may be emailed to kmb.dnr@maryland.gov. Be sure to put your organization's name in the subject line.

Final grant reports are due **within two months of the culmination of the project** or by February 28, 2019. Land trusts are required to report on their use of the funds and provide evidence that they have raised the matching amounts. Reporting requirements include:

- a narrative;
- an itemized accounting of expenditures (including matching funds as well as invoices, purchase orders or receipts to document grant or matching funds);
- list of dates of outreach meetings and number of attendees;
- materials showing achievements funded by the grant;
- and photos for publicity use are appreciated (but not required).

Janice Hollmann Grant Project Categories:

Janice Hollmann Grants are intended to increase land trust capacity, support programing and innovation and foster stronger, better connected land trusts that will protect all natural resources and enhance the lives of Maryland citizens and generations to come.

- *Note: Grant projects may incorporate more than one category.*

Project Categories

1. Strategic Land Conservation

- Hollmann grants are available for land trust partnerships that foster partnerships and collaboration in support of statewide priorities. Projects will be evaluated based on the degree they advance local, regional or statewide conservation goals, further innovative regional or local partnerships and strengthen land trusts through collaboration and cooperation.

2. Enhanced Land & Easement Stewardship

- Hollmann grants are available to support innovative approaches to address the widening “stewardship gap.” Projects should enhance land and easement stewardship in Maryland and increase a land trust’s capacity to monitor and manage their portfolio protected lands.

3. Land Trust Strengthening

- Hollmann grants are available to build and support strong, independent local land trust partners. Projects should increase organizational capacity, support cooperation and collaboration between land trusts, strengthen programs, develop accountability or enhance the land trust’s ability to fully implement Land Trust Alliances’ Standards and Practices.

Guidance to Applicants:

- Required Supporting Materials and Additional Information
- In-kind and Cash Matches
- Evaluation Criteria
- Examples of Eligible Projects
- Budget Template

Please contact Michelle Grafton, Land Trust Coordinator at (410) 697-9530 or michelle.grafton@maryland.gov with any additional questions regarding the Land Trust Capacity, Excellence and Stewardship Grants.